



City of West Jordan Commercial Business License Requirement Check List

Business License applications will need the following before they can be reviewed:

Complete Commercial Business License application:

- Complete ALL of the requested information on each page
 - Complete a detailed description of the business operations/activities
 - Complete Emergency Information page
 - Complete Part One, Two & Three Questionnaires
 - Fill out and sign the bottom of the page of page 7
1. If you are using a business name, we need a copy of your Utah Department of Commerce Name Registration paperwork (DBA, LLC, etc.).
 - <https://corporations.utah.gov/>
 - Utah Department of Commerce, 160 E 300 S, SLC or call 801-530-4849
 2. If you are selling a tangible product, we need a copy of your Utah State Sales Tax Certificate with West Jordan listed as a receiving entity.
 - <https://tax.utah.gov>
 - Utah State Tax Commission, 210 N 1950 W or 160 E 300 S, Salt Lake City - 801-297-2200
 3. If you are using an EIN number, if you have employees, or if you have an ITIN number, we need a copy of your EIN paperwork from the IRS.
 - <https://irs.gov>
 - Internal Revenue Service, 50 S 200 E, Salt Lake City - 1-800-829-3676
 4. If you have a profession license, we need a signed copy of the Department of Professional License (DOPL) and Driver's License.
 - <https://dopl.utah.gov>
 - DOPL 160 E. 300 South, Salt Lake City - 801-530-6628
 5. A current, original Background Check (with the embossed symbol) is required only for Massage, Reiki, Solicitors, and Sexually Oriented Businesses for ALL owners and employees. Alcohol applications require a background check for owners and managers.
 6. Pay Fees:
 - Business License Fee
 - \$53.00 Application Fee - for all new applications (including address changes)
 - Fire Department Inspection Fee
 - Machine License Fee (if applicable)

Applications & accompanying documents can be emailed to: businesslicense@westjordan.utah.gov

Refer to West Jordan's Municipal Code: Title 4 Chapter 1. The Municipal Code can be found online at www.westjordan.utah.gov click on "Quick Links" then "Municipal Code".

THE FOLLOWING CITY DEPARTMENTS WILL REVIEW THE APPLICATION

Planning & Zoning Department: If you have questions on where your business can be located, contact the *Planning & Zoning Department at 801-569-5060* for any zoning requirements and/or possible restrictions. Sign permits are required for changes to any existing, permanent signs and any temporary signs such as banners, A-frame, streamers, etc. Failure to do so will delay the business license approval.

Building & Safety Department: This department will inspect the business for safety issues and any improvements to the property (plumbing, electrical, remodels, etc.) before the license can be issued. If you have any questions call *Building & Safety at 801-569-5050*.

Fire Department: This department will inspect the business before the license will be issued. Once your application has been approved by the above listed departments, we will add you to the Fire Inspection queue. The fire inspector will want to inspect when you are completely moved in and ready to open. If you have questions about the fire inspection, call the *Fire Department at 801-260-7300*.

OTHER AGENCIES THAT MAY NEED TO REVIEW THE APPLICATION

Health Department: If the nature of your business requires approval of the Salt Lake County Health Department, whether it is the Bureau of Food Protection or the Bureau of Sanitation & Safety, they will receive a copy of your application. You are responsible to contact them and meet any of their requirements. This includes ALL Beauty Salons, Nail Salons, Massage Therapy, Reiki, Food Services, Doctors, Dentist, etc. Both bureaus are located at 788 E Wood Oak Lane, Murray, UT. **385-468-3860**

South Valley Water Reclamation Facility: If the nature of your business requires any disposal of any pollutants, chemicals, oils and/or grease, the South Valley Water Reclamation Facility will receive a copy of your application for approval. You are responsible for contacting them and meeting any of their requirements. Grocery and convenient stores, restaurants, manufacturing industries and auto repair facilities are some examples of applicable businesses. The South Valley Water Reclamation is located at 7495 S 1300 W, West Jordan. **801-566-7711**.

HELPFUL RESOURCES FOR YOUR BUSINESS

Business Name Registration: If you are using a business name, whether it be a DBA, LLC, INC, etc., the name needs to be registered with the Utah Department of Commerce, 160 E 300 S, Salt Lake City, or 801-530-4849. <https://corporations.utah.gov/>

Employers: If you pay wages to any person and are an employer, you are required to register with the following State and Federal Government Agencies:

- Internal Revenue Service: 50 S. 200 East, Salt Lake City, 1-800-829-3676, <https://www.irs.gov/>
- Department of Workforce Services: 160 E. 300 South, Salt Lake City. 1-800-530-5090 or 801-530-6800
- Workers Compensation Fund of Utah: contact Workforce Services at 801-526-9675
- Utah State Tax Commission: 210 N. 1950 West, Salt Lake City. 801-297-2200, <https://tax.utah.gov>

State of Utah Department of Occupational and Professional License (DOPL): If your profession is regulated and licensed by the State of Utah such as a contractor, cosmetologist, real estate, mortgage, doctor, etc., a copy of this license will need to be provided to the City, along with a copy of your driver's license. DOPL is located at 160 E. 300 South, Salt Lake City. 801-530-6628, <https://dopl.utah.gov>

Criminal Background Check: Bureau of Criminal Identification (BCI), 3888 W 5400 S, Taylorsville, <https://bci.utah.gov>.

*If applicant is from outside of Utah, a criminal background check is required from an equivalent agency located in the state where the applicant resides or a national check by BCI if available.



Commercial Business License Application Checklist & Procedures

City of West Jordan
8000 Redwood Road
West Jordan, UT 84088-4604
801-569-5010
Fax: 801-569-5049
Email: businesslicense@westjordan.utah.gov
www.westjordan.utah.gov

APPLICANT INFORMATION

Account #: _____ (Office Use Only)

Business Name (if applicable): _____

Applicant's Name: _____

Business Phone: _____ Email: _____

Business Address: _____

Street city state zip code

Mailing Address: _____

Street city state zip code

Description of Business Operation: _____

State Sale Tax: _____ EIN # _____

Utah Division of Occupational/Prof. License #: _____ Type: _____

Is your business inside of another business? Name: _____

Local Contact Person/Position: _____ Phone: _____

Email Address: _____

BUSINESS OWNER/APPLICANT'S INFORMATION

Business Owner Name: _____ Phone: _____

Business Owner Address: _____

Street city state zip code

Birth Date: _____ Social Security #: _____

Driver's License #: _____ State: _____ Expiration Date: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Owner Address: _____

Street city state zip code

Phone (Home): _____ (Work): _____

Email Address: _____

APPLICANT INFORMATION

This form is an application for a business license. The payment of license fees does not constitute approval to operate a business. The business license will be issued when all reviews are complete and compliance with Zoning, Building, Fire, Health or other City divisions has been met.

_____ I affirm under penalty of perjury that all information on this application is true and correct. I also agree to comply with all requirements of the West Jordan City Code. My name below constitutes my electronic signature.

(Applicant's Signature)

(Date)



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Emergency Information

(Must be filled out completely)

The City of West Jordan provides 24-hour police and fire protection to your businesses. In order for us to provide the best possible service, we need current information on responsible company persons capable of being contacted after business hours and who are able to respond to your business within 15-20 minutes if needed. Please print as clearly as possible.

BUSINESS INFORMATION

Business Name (if applicable): _____
Business Phone: _____ Email: _____
Business Address: _____

RESPONSIBLE PERSONS

Name: _____
Position: _____
Home Address: _____
Street city state zip code
Phone (Home): _____ (Cell): _____
Email Address: _____

Name: _____
Position: _____
Home Address: _____
Street city state zip code
Phone (Home): _____ (Cell): _____
Email Address: _____

Name: _____
Position: _____
Home Address: _____
Street city state zip code
Phone (Home): _____ (Cell): _____
Email Address: _____

This information is confidential and will only be used for official business. If any of the above information changes, please contact us at 801-569-5010.

Date: _____



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Machine License Fee Calculations

MECHANICAL AMUSEMENT DEVICES

(If you own and operate any of these machines at this location)

1. Class "A" – All mechanical amusement devices that permit the player to win free games by a high score or by any system of reward. \$53 per machine.

Number of machines: _____ x \$53 = \$ _____

2. Class "B" – All mechanical amusement devices that do not have provisions for additional games and all electronic and video skill games. \$27 per machine.

Number of machines: _____ x \$27 = \$ _____

3. Class "C" – All mechanical amusement devices known as claw, scoop or grab machines where upon payment a player manipulates the device or parts thereof in expectation of receiving a prize. \$53 per machine.

Number of machines: _____ x \$53 = \$ _____

5. Class "D" – Coin operated music machines (juke boxes). \$27 per machine.

Number of machines: _____ x \$27 = \$ _____

6. Class "E" – Table devices such as pool, billiards, foosball, air hockey, shuffleboard, etc., \$27 per machine.

Number of machines: _____ x \$27 = \$ _____

7. Class "F" – Children Rides. \$27 per machine.

Number of machines: _____ x \$27 = \$ _____

VENDING MACHINES

(If you own and operate any of these machines at this location)

1. Vending Machine. \$11 per machine.

Number of machines: _____ x \$11 = \$ _____

TOTAL DUE: \$ _____
(from this page)

TOTAL FEES DUE: \$ _____
(from pages 5 and 6)



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Questionnaire

PART ONE- PLANNING & ZONING

General Questions

1. Do you wish to put up permanent signs, such as cabinet, pan channel, monument or pole signs?
_____ NO – continue with questions _____ YES – see “Permanent Signage”
2. Do you wish to put up temporary signs, such as banners, inflatable signs, pennants, etc.?
_____ NO – continue with questions _____ YES – see “Temporary Signage”
3. Do you wish to store any items outside or conduct any business outside at your business location?
_____ NO – you are finished with Part One, go to Part Two on the following page
_____ YES – see “Outdoor Storage & Operations”

Permanent Signage

1. The Planning & Zoning Division will conduct an inspection of the business location and if permanent signs have been installed, the business license application approval will be delayed so a sign permit can be acquired.
2. A sign permit is required prior to the construction, reconstruction, location, relocation, alteration, modification or use of any sign.
3. Signs installed without a permit must be removed or they will be assessed a penalty of \$100 or double the normal sign permit fee, whichever is greater.

Temporary Signage

1. The Planning & Zoning Division will conduct an inspection of the business location and if temporary signs have been installed, or change of sign copy, the business license application approval will be delayed.
2. A Temporary Sign Permit is required to locate temporary signs such as inflated signs, banners, pennants, etc.
3. Signs installed without a permit must be removed or they will be assessed a penalty of \$100 or double the normal sign permit fee, whichever is greater.

Outdoor Storage & Operations in M-1 and M-2 zones

1. Outdoor storage and/or operations (storing anything outside and/or conducting business operations outdoors) may only be conducted after the Planning Commission has issued a Conditional Use Permit for such storage or operations.
2. If a Conditional Use Permit has already been obtained to operate with outside storage or operations, submit a copy of said permit with business license application.

Please contact the Planning & Zoning Division to find out how to obtain these permits at 801-569-5060 or go to the second floor of City Hall on the south side.



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PART TWO – BUILDING AND SAFETY

General Questions

1. Will your business be located in a building or a space newly built for you?
_____NO – continue with questions _____YES – see “New Construction”
2. Will your type of business differ from the business previously located in the building?
_____NO – continue with questions _____YES – see “Change of Use”
3. Have you or anyone made changes to your location (office, building, suite, premises, etc.) other than new paint or carpet?
_____NO – continue with questions _____YES – see “New Construction”
4. Will you or anyone be doing any electrical, plumbing, mechanical or framing in your location, business or space?
_____NO – continue with questions _____YES – see “New Construction”
5. Will you or anyone be making any changes to your location (office, building, suite, premises, etc.) other than new paint or carpet?
_____NO – you are finished with Part Two, go to Part Three on the following page
_____YES – see “New Construction”

What is your expected occupancy date?: _____

New Construction

1. New construction or modification of existing construction requires a building permit that can be obtained from Building and Safety.
2. A Certificate of Occupancy is required for new construction and must be obtained before business license inspections can be conducted. The Building and Safety department coordinates the issuance of the Certificate of Occupancy.
3. Obtain the necessary permit(s) and review the Fire Inspection Readiness questions (Part Three on the following page).

Change of Use

1. A change of use needs to be evaluated by Planning & Zoning for zoning compliance before proceeding. Planning & Zoning will coordinate with Building and Safety to determine if a new occupancy classification is needed. Be aware that compliance with occupancy specific requirements is required before a business license will be issued.
2. Obtain the necessary approval and review the Fire Inspection Readiness questions (Part Three on the following page).

Please contact the Building and Safety Division to find out how to obtain these permits(s) at 801-569-5060 or visit the second floor of City Hall on the south side.



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PART THREE – FIRE INSPECTION

Readiness Questions

1. Does your business involve reportable quantities of hazardous materials?
_____ **NO** – continue with questions _____ **YES** – see “Scheduling and Inspections”
2. Does your location (office, building, suite, premises, etc.) have a fire sprinkler system?
_____ **NO** – continue with questions _____ **YES** – see “Fire System Requirements”
3. Does your location (office, building, suite, premises, etc.) have a fire alarm system?
_____ **NO** – continue with questions _____ **YES** – see “Fire System Requirements”
4. After reviewing the West Jordan Fire Department Fire Inspection Checklist, are you ready for inspection?
_____ **NO** – see “Checklist Help” _____ **YES** – see “Scheduling and Inspections”

Fire System Requirements

1. Fire sprinkler systems are required to be inspected annually and to display a current tag indicating they are in compliance. Hood systems and spray booth systems require a 6-month inspection and must display a current inspection tag.
2. Fire alarm systems are required to be monitored by U.L. listed central station and to have current responsible party information available to the alarm company.
3. After reviewing the West Jordan Fire Department Fire Inspection Checklist, are you ready for inspection?
_____ **NO** – see “Checklist Help” _____ **YES** – see “Scheduling and Inspections”

Checklist Help

Call 801-569-5005, Business Licensing, for assistance. Please understand the checklist provides information that is generally required in all businesses so there may be other code requirements specific to your business that must also be met before approval is given.

You are now finished with the City of West Jordan Business License Application Questionnaire. Please fill in the following information.

Business Name: _____

Business Address: _____

Business Telephone Number: _____

Business Owner: _____

Name

Date Signature